

St. Andrew's C.E. Primary School



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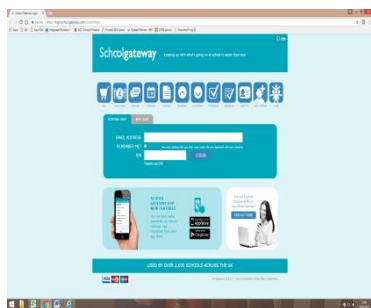
www. st-andrews.oxon.sch.uk

Dear Parents and Carers,

SCHOOL GATEWAY

In order to receive school communications, book clubs, school lunches and wrap around care you will need to register on School Gateway. Here's how.....

Activate your School Gateway account



It's quick and easy to do. All you need are your email address and mobile number that school holds on record for you.

- **Download the app:** If you have a smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website.

OR

- **Visit the website:** www.schoolgateway.com and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to login to School Gateway.

If you're having trouble logging in, it may be because the school doesn't have your current email and mobile phone number on record. Please call the school and we'll update the details on our system.

Book School Lunches

ALL parents will need to log onto their School Gateway account and book their child(ren)'s lunch. **Meals must be ordered in advance** with a deadline of **10.00pm on the Saturday** for the following week.



Children in EYFS/KS1 who receive free meals under the Universal Infant Free School Lunches will still need to order their meals using School Gateway, but will not be charged. Similarly, any child within school in receipt of Free School Meals benefit will still need to order a meal but will not be charged. KS2 meals must be paid through School Gateway.

How to order school dinners:

1. Log into your School Gateway account
2. Select the child you wish to book for
3. Click on the School Dinners tile for your child
4. Select the days and confirm the dinner
5. Click 'Booked Selected Days' to save your order
6. Repeat for additional children



For KS2:

7. Click on the Payments tile
8. Click the 'Add' button next to School Dinners
9. Enter your payment amount (minimum of £10.50 – 5 dinners at £2.10) and 'Add to Basket'
10. Repeat for additional children
11. View your basket and make your payment

Wrap Around Care – Double Decker Club

All sessions for WAC must now be booked and paid for in advance online using School Gateway. Morning sessions must be booked by 7.30am at the latest on the morning being booked, and afternoon sessions must be booked by 2.30pm on the day. Once sessions are fully booked, you will not be able to book on School Gateway. Cancellations will not be allowed on School Gateway and you must contact the school office who will apply credits in line with the 6 week cancellation policy.



Parents using childcare vouchers – Payments made by childcare vouchers will be credited to your School Gateway account when the payment is received by school.

How to book WAC sessions:

1. Log into your School Gateway account
2. Select the child you wish to book for
3. Click on WAC Breakfast Club or WAC Afterschool Club tile as required
4. Select the days and confirm
5. Click 'Book Selected Sessions' to save your order
6. Enter and confirm your payment amount
7. Repeat for additional children
8. View your basket and make your payment

PLEASE NOTE you will be required to pay for Wrap Around Care sessions at the point of booking.

We hope that you will find School Gateway to be a fast and easy way to pay for school items.

Please contact the office staff if you have any questions on using School Gateway.